

JOB AID

AWARD ACTION SAMPLE

HR ASSISTANT

1. HR Assistant initiates AWARD action input sheet.

DHHS/NATIONAL INSTITUTES OF HEALTH

HRA/Rep Checks (EHRP) Request



TRANSACTION INFORMATION

* Required fields

WTS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3739	sp47e@nih.gov	Award	08/10/2004	09/02/2004 16:59:27
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	09/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/02/2004 17:02:08	Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
55555555	Sammie	L	Jakes				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Human Resources Assistant	GS	0203	7	3			
Position Number	987654321	Job Code	012345	CAN*	88888888		
TK Number*	11111	Base Salary	30000	Total Salary	34000		
Certificate Type	N/A						

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary		New Total Salary		Vice		

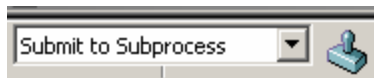
ORIENTATION INFORMATION

Orientation		CSD Orientation Contact		Orientation Contact Phone Number	
Orientation Date		Duty Station		Hire Type	
Fingerprints Required					

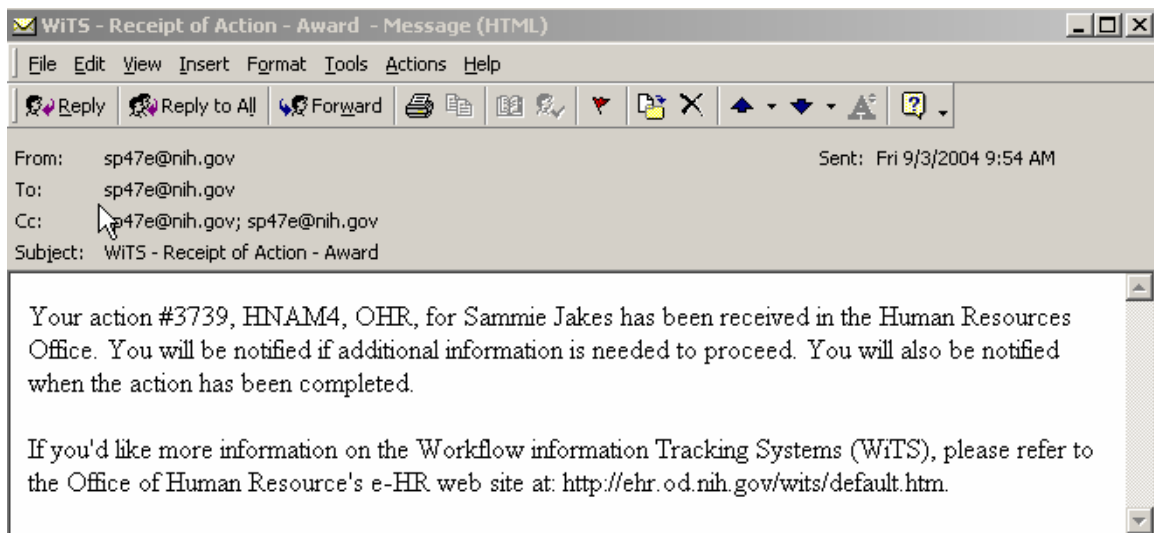
COMMENTS

Comments/Status	
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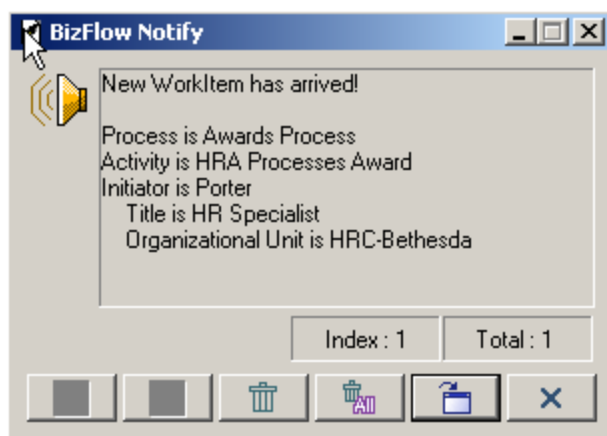
2. HR Assistant selects “Submit to Subprocess” and clicks on  to end the “Initiate Action” process and retrieve the “Awards” input sheet.



An automatic email notice that the Award action has been received in HR is sent to the addressee(s) shown in the AO’s Email Address field of the input sheet, for example:



3. HR Assistant receives e-mail or WiTS pop-up window notification that a new workitem has been received.



- HR Assistant opens Award action to retrieve and complete the “Awards” section that has been added at the bottom of the Initiating Action input sheet.

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HRA Processes Award

TRANSACTION INFORMATION					* Required fields	
WITS #	AO's Email Address*	Action Type*	Date SF-52 Rec'd	Date Entered		
3739	sp47e@nih.gov	Award	08/10/2004	09/02/2004 16:59:27		
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*			
HNAM4	OD	OHR	09/01/2004			
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*	Porter, Sharon	
Date Initiated/Sent	09/02/2004 17:02:08	Date Initiated/Sent		Priority	Medium	
Date Returned to IO		Date Returned to IO				


CURRENT EMPLOYEE/POSITION INFORMATION							
Employee ID	First Name	MI	Last Name				
55555555	Sammie	L	Jakes				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Human Resources Assistant	GS	0203	7	3			
Position Number	987654321	Job Code	012345	CAN*	88888888		
TK Number*	11111	Base Salary	30000	Total Salary	34000		
Certificate Type	N/A						

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)							
New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster	
New Base Salary		New Total Salary		Vice			

ORIENTATION INFORMATION			
Orientation	CSD Orientation Contact	Orientation Contact Phone Number	
Orientation Date	Duty Station	Hire Type	
Fingerprints Required			

COMMENTS	
Comments/Status	

AWARDS			
Award Type*	Special Act or Service	Award Amount*	2500.00
Justification*	Developed new HR widget	Nominating IC*	OD/NIH
Individual/Group*	Individual	Award Period Start Date*	05/01/2004
Group Recipients		Award Period End Date*	07/31/2004

- HR Assistant selects “Submit to Specialist” and clicks on  to forward Award action to HR Specialist for review.



HR SPECIALIST

- HR Specialist receives e-mail or WiTS pop-up notification of new workitem.
- HR Specialist opens and reviews the WiTS Award action in conjunction with the approved award nomination form/documentation.

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HRS Reviews Award

TRANSACTION INFORMATION

* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3739	sp47e@nih.gov	Award	08/10/2004	09/02/2004 16:59:27
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	09/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/02/2004 17:02:08	Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name
55555555	Sammie	L	Jakes
Position Title	Pay Plan	Series	Grade
Human Resources Assistant	GS	0203	7
Position Number	Job Code	CAN*	Pay Band
987654321	012345		88888888
TK Number*	Base Salary	Total Salary	Pay Cluster
11111	30000	34000	
Certificate Type	N/A		

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary	New Total Salary	Vice				

ORIENTATION INFORMATION


Orientation	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date	Duty Station	Hire Type
Fingerprints Required		

COMMENTS

Comments/Status

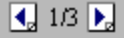
AWARDS

Award Type*	Special Act or Service	Award Amount*	2500.00
Justification*	Developed new HR widget	Nominating IC*	OD/NIH
Individual/Group*	Individual	Award Period Start Date*	05/01/2004
Group Recipients		Award Period End Date*	07/31/2004

- HR Specialist selects "Send to SPA" and clicks on  to forward Award action to the SPA.

Send to SPA	
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SPA

9. SPA receives e-mail or WiTS pop-up notification of new workitem.
10. SPA reviews pages 1 and 2 and enters the *Effective Date* on page 3 of the Award input sheet.
On Page 1  -- SPA reviews **Transaction Information** and **Current Employee/ Position Information** sections of the Awards input sheet.

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SPA Processes/Sets Effective Date

OHR Office of
Human Resources
Partners in Science

TRANSACTION INFORMATION

* Required fields

WiTS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3739	sp47e@nih.gov	Award	08/10/2004	09/02/2004 16:59:27
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	09/01/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/02/2004 17:02:08	Date Initiated/Sent		Porter, Sharon
Date Returned to IO		Date Returned to IO		Priority
				Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
55555555	Sammie	L	Jakes				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Human Resources Assistant	GS	0203	7	3			
Position Number	Job Code	CAN*		88888888			
987654321	012345						
TK Number*	Base Salary	Total Salary		34000			
11111	30000	34000					
Certificate Type	N/A						

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary	New Total Salary		Vice			

ORIENTATION INFORMATION

Orientation	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date	Duty Station	Hire Type
Fingerprints Required		

COMMENTS

Comments/Status

CLASSIFICATION

Standard QC PD	Position Audited
Pos. Audit Start Date	Pos. Audit Type
Pos. Audit End Date	Date Class Started
Date of Class. Allocation	Date Class Completed
Date Position Number Req's'd	Date Job Code Requested
Date Position Number Rec'd	Date Job Code Received
New Position Number	New Job code

RETURN TO DUTY

Return To Duty Date

On Page 2  -- SPA reviews **Awards** section of the Awards input sheet.

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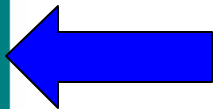


RECRUIT AND SELECTION

Advertise Job	<input type="text"/>	Readvertise Job	<input type="text"/>
Ann Number	<input type="text"/>	DEU Cert Number	<input type="text"/>
Date Ann Opened	<input type="text"/>	Date DEU Cert Reqst'd	<input type="text"/>
Date Ann Closed	<input type="text"/>	DEU Request Number	<input type="text"/>
Date to Select. Official	<input type="text"/>	Date DEU Cert Issued	<input type="text"/>
Selection Date	<input type="text"/>	Date DEU to Select. Official	<input type="text"/>
Date Selection Rec'd in HR	<input type="text"/>	DEU Selection Date	<input type="text"/>
Type of Selection	<input type="text"/>	Date DEU Cert Ret'd	<input type="text"/>
Selection Type	<input type="text"/>	DEU Cancellation Date	<input type="text"/>
Job Offer Date	<input type="text"/>	Cancellation Date	<input type="text"/>
Job Offer Response Date	<input type="text"/>	Date OH Cert Issued	<input type="text"/>
SF-75 Info Required	<input type="text"/>	EOD Date	<input type="text"/>
Date SF-75 Info Reqst'd	<input type="text"/>	Multidisciplinary Pos.	<input type="text"/>
Date SF-75 Info Rec'd	<input type="text"/>	NIH 2028 Req. for Travel	<input type="text"/>
NTE Date	<input type="text"/>	Date of HR Auth. of 2028	<input type="text"/>
Date Pre-Recruit Form Sent	<input type="text"/>	Date Pre-Recruit Form Rcv'd	<input type="text"/>

AWARDS

Award Type	<input type="text" value="Special Act or Service"/>	Award Amount	<input type="text" value="2500.00"/>
Justification	<input type="text" value="Developed new HR widget"/>	Nominating IC	<input type="text" value="OD/NIH"/>
Individual/Group	<input type="text" value="Individual"/>	Award Period Start Date	<input type="text" value="05/01/2004"/>
Group Recipients	<input type="text"/>	Award Period End Date	<input type="text" value="07/31/2004"/>



CAREER CHANGE

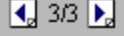
Career Change Type	<input type="text"/>	Reason for Change	<input type="text"/>	NTE Date	<input type="text"/>
Other Reason	<input type="text"/>			Career Change EOD Date	<input type="text"/>

RESIGNATION

Date of Resignation	<input type="text"/>	Type of Separation	<input type="text" value="Resignation"/>	Date to ER Office	<input type="text"/>
Reason for Resignation	<input type="text"/>				
Federal Benefits	<input type="text"/>	Benefits Type	<input type="text"/>	Date Exit Survey Info Sent	<input type="text"/>

LWOP

ER Related	<input type="text"/>	Federal Benefits	<input type="text"/>	Benefits Type	<input type="text"/>
LWOP NTE Date	<input type="text"/>				

On Page 3  -- SPA enters **Effective Date** in **SPA Action Processing** section of the Awards input sheet.

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PAY (including ATM, 3Rs, PSP and PCA)

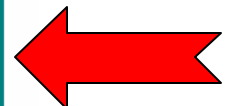
Amount of Increase (dollar)	<input type="text"/>	Amount of Increase (percent)	<input type="text"/>	Date to SPT	<input type="text"/>
Total Compensation	<input type="text"/>	New Total Compensation	<input type="text"/>	Date Returned From SPT	<input type="text"/>
Above the Minimum (ATM)	<input type="text"/>	ATM Step	<input type="text"/>	Date ATM Initiated	<input type="text"/>
ATM Approved	<input type="text"/>	Date ATM Approved	<input type="text"/>		
3Rs	<input type="text"/>	Retention Bonus Amt	<input type="text"/>	Retention Bonus NTE Date	<input type="text"/>
New Retention Bonus	<input type="text"/>	Retention Bonus Approved	<input type="text"/>	Retention Bonus Approval Date	<input type="text"/>
Recruitment Bonus Amt	<input type="text"/>	Recruitment Bonus Approved	<input type="text"/>	Recruitment Bonus Approval Date	<input type="text"/>
Relocation Allowance Amt	<input type="text"/>	Relocation Bonus Approved	<input type="text"/>	Relocation Bonus Approval Date	<input type="text"/>
Date to HR Director	<input type="text"/>	Date Returned From HR Director	<input type="text"/>	Date to NCC	<input type="text"/>
Date Returned From NCC	<input type="text"/>				
Physician Special Pay	<input type="text"/>	Scarce Specialty Amt	<input type="text"/>	Geo Location Pay	<input type="text"/>
PSP Start Date	<input type="text"/>	PSP Stop Date	<input type="text"/>	Length of Service	<input type="text"/>
Executive Position	<input type="text"/>	Exceptional Quads	<input type="text"/>	FT Status	<input type="text"/>
Board Cert 1	<input type="text"/>	Board Cert 2	<input type="text"/>	PSP Approved	<input type="text"/>
PSP Approval Date	<input type="text"/>				
PCA	<input type="text"/>	PCA Start Date	<input type="text"/>	PCA Stop Date	<input type="text"/>
New Physician Comp Allowance	<input type="text"/>	PCA Contract Length	<input type="text"/>	PCA Annual Amt	<input type="text"/>
PCA Approved	<input type="text"/>	PCA Approval Date	<input type="text"/>		


CHANGE IN SCHEDULE/HOURS

Tour of Duty Old	<input type="text"/>	Tour of Duty New	<input type="text"/>	Benefits Affected	<input type="text"/>
Hours per Pay Period Old	<input type="text"/>	Hours per Pay Period New	<input type="text"/>		
Date New Position Number Requested	<input type="text"/>	Date New Position Number Received	<input type="text"/>	New Position Number	<input type="text"/>

SPA PROCESSING

Effective Date*	<input type="text" value="08/22/2004"/>	SPA PSP Stop Date	<input type="text"/>
SPA PSP Start Date	<input type="text"/>	SPA PCA Stop Date	<input type="text"/>
SPA PCA Start Date	<input type="text"/>		



11. SPA selects "Action Completed" and clicks on  to complete the WiTS Award action and moves it from the **Active** to the **Archived** bizcove.

Action Completed	
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12. Completed action sends an automatic email to the addressee(s) shown in the AO's Email Address field of the input sheet.

WITS #	AO's Email Address^
3739	sp47e@nih.gov

Sample email message....

